TAP-IT! ONLINE

WWW.TAPIT.DSCP.DLA.MIL

AN EASY WAY TO ORDER PRODUCE ITEMS FOR
THE
SCHOOL LUNCH PROGRAM

Tap-it! Online may be accessed via Microsoft Internet Explorer (version 4.0 and later) using the web address above. Browser upgrades are available thru the Tap-it! Online logon screen.

Enter your assigned User ID and PIN and click "Submit". If a User ID and PIN have not yet been assigned, please contact your servicing produce office.

Contact the Tap-it! web team is you experience problems with the web site. The link to the site administrators is on the Tap-it! On-line logon page.

Tap-it! Online, August 2002

The sample screen print below identifies five links available after you successfully log in. Following is a brief description of each link:

"View latest DSO flash update" - updated by your servicing produce office listing special instructions, sale items, etc. when data is available.

"Place a new order" – Most important link - detailed instructions are attached.

"View, change, or delete a pending order" – this link is useful when changes are required to a previously placed order. Follow the user-friendly instructions on the screens.

"Email your DSO" – questions regarding school lunch items (i.e., requests for new items) can be sent directly to your servicing produce office.

"Log out of Tap-it! Online" – It is important to completely log out of Tap-it! using the log off commands.

"PLACE A NEW ORDER":

After clicking on the "Place a New Order" link, select a Required Delivery Date (RDD) by clicking on the down arrow next to the date box. For the vendor to have time to fill your order, it is best to place orders at least four days prior to the RDD. For your convenience, orders can be placed up to three months in advance.
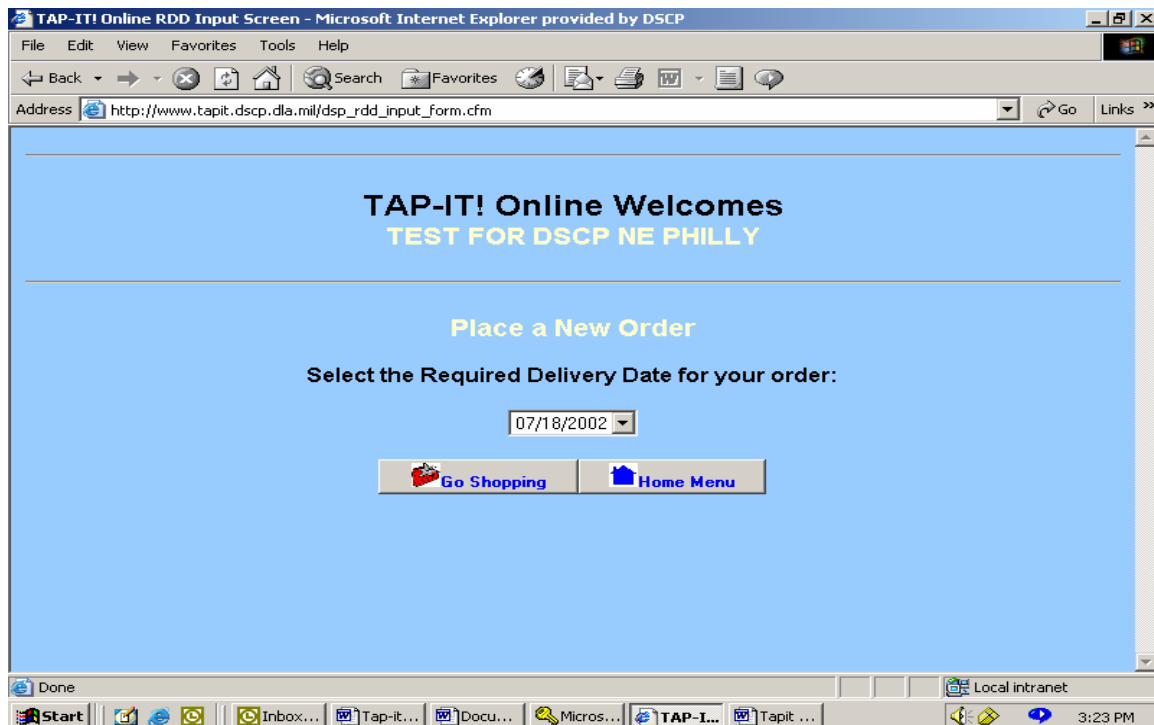


After correct RDD is selected, click "Go Shopping".

To view the complete catalog, click on "Show Catalog" and keep the search box blank.

User has ability to search by item key word(s) (i.e., pear, red).

User also has the ability to "search" and "sort" the catalog by Item Description or Item Code – click on desired choice.

Some schools will have the ability to choose a fund source depending on whether or not State or Federal funds are available.

Click on desired choices then click on "Show Catalog" to view all the items that are currently available from the vendor servicing your area.
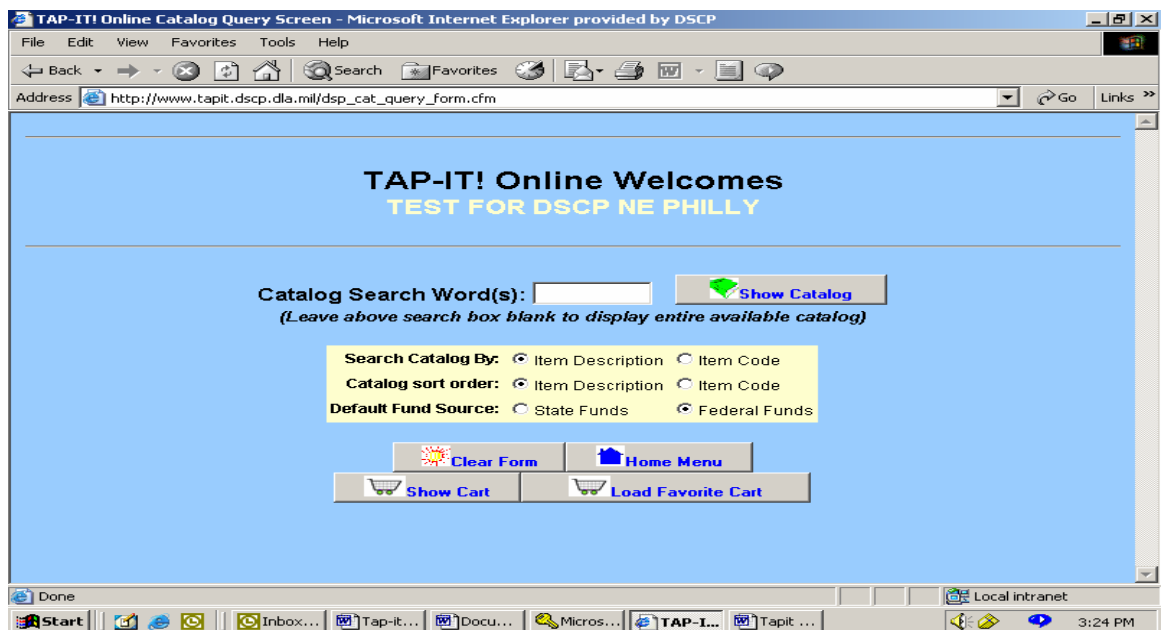
Use the scroll bar on the right side of the screen to move up and down the catalog.

Enter the required quantity in the "Case Quantity" field of the items you are ordering.

Click on the "Add Items to Cart" button at the bottom of the page when finished ordering.

If the same items are ordered on a regular basis, click "Save as Favorite Cart". (See Attachment 1 for complete instructions.)

The Shopping Cart is displayed identifying each item in the cart.

If order is complete, click "Proceed to Checkout". If additional items are required, click "Continue Shopping".

To delete orders from shopping cart, enter zero as the quantity.

Make necessary changes in the Case Quantity field then click on the Update Cart button.

It is important to "Update Cart" whenever quantity changes are requested (including entering a zero to delete the item from the cart).

The Order Confirmation Screen allows one more chance to make any necessary changes prior to confirming the order.

TAP-IT! Online Order Confirmation Screen - Microsoft Internet Explorer provided by DSCP

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address   http://www.tapit.dscp.dla.mil/dsp_confirm_place_order.cfm   Go   Links »

TEST FOR DSCP NE PHILLY

Order Confirmation Screen
You have requested the following items for delivery on Jul 18, 2002
Please review this listing and click on "Confirm Order" below to confirm this order.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

Item Code	Description	Case Contents	Estimated Case Price	Case Quantity	Estim Cost	Fund Source
14G64	VARIETY FRUIT PACK	40 LB	$15.72	1	$15.72	Federal
16A27	ZUCCHINI SQUASH 5#	5 LB	$15.72	2	$31.44	Federal
16P19	WATERMELON EACH	15 LB	$1.04	1	$1.04	State

State funds subtotal = $1.04
Federal funds subtotal = $47.16
Total estimated cost = $48.20

Confirm Order   Show Cart   Continue Shopping

Done   Local intranet

Start   Inbox - ...   Tap-it P...   Docume...   Microsof...   TAP-IT! ...   Tapit On...   4:16 PM

It is important to click the *"Confirm Order"* button to receive a unique order confirmation number. Once a confirmation number is received, your order has been placed. Keep the confirmation number as a reference.

To print the confirmation page, click on the printer icon on the menu bar.

Next choice is either to "Place Another Order", return to the "Home Menu" or "Log Off". It is important that you do NOT use the back arrow button to log off, please use the "Log Off" icon/button.

THANK YOU FOR USING "TAP-IT! ONLINE" TO ORDER YOUR SCHOOL LUNCH PROGRAM ITEMS.

SAVING "FAVORITE" SHOPPING CARTS:

After accessing the catalog of available items, enter quantity for required items, then click on "Add Items to Cart".
When your cart reflects all the items for your cart, save cart by clicking "Save As Favorite Cart".

Follow instructions on the screen that appears to save cart for individual school or for a *county* responsible for ordering for multiple schools.

Following screen appears when ordering office (county) saves cart for multiple schools and provides ability to customize the shopping cart for each school.

Following screen appears when individual schools save their shopping cart.
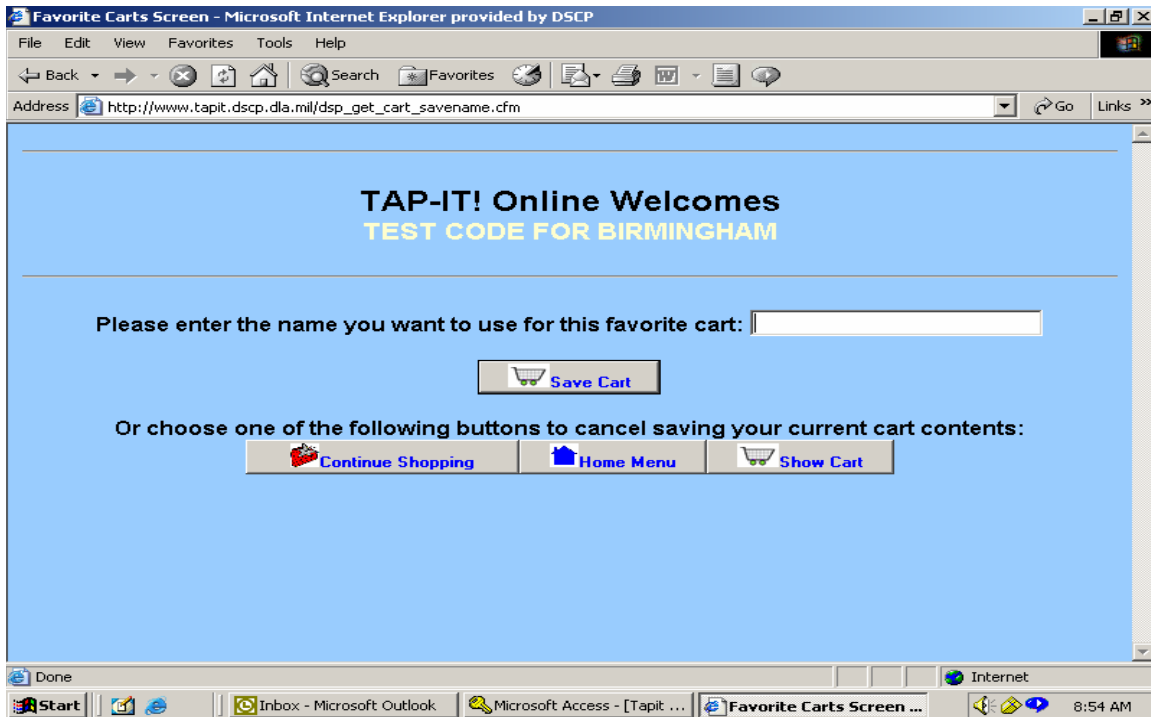
Create a name for each cart then click on "Save Cart". Cart is now saved for future use. Each time cart is accessed; changes can be made to the order quantity. Complete the order as usual; making sure a confirmation number is received.

Attachment 1